

TO: Personnel Committee Members

THRU: G. Robert Lee, County Administrator

FROM: Francine Bouldin, Human Resources Director

SUBJECT: Personnel Committee Minutes – Meeting of August 18, 2003

DATE: August 19, 2003

Meeting commenced at 12:30 p.m.

Attendees: Larry Weeks, Harry Atherton, Bob Lee, Randy Wheeler, Francine Bouldin.

The meeting agenda was approved.

Minutes of the July 21, 2003 meeting were approved.

**Request to Convert Two Part-time Temporary Positions to Full-time Permanent (Engineer and Office Associate II) and Add an Office Manager (Planning Division) within the Department of Community Development**

The Committee members read the background information regarding this request prior to the meeting and had no additional questions.

**Action:** The Personnel Committee endorsed this request. The item will be forwarded to the Finance Committee.

**Request to Establish a Part-time Office Associate I Position**

Bob Lee led the discussion of this request by indicating that the fourth floor offices currently utilize the services of a temporary employee for duties that are clerical in nature. The position and duties have evolved to the point of needing part-time permanent employee assistance.

**Action:** The Personnel Committee endorsed the request to establish a part-time Office Associate I position. This item will proceed to the Finance Committee.

### **Addition of the Position Title of Surplus Coordinator to the Fauquier County Government Classification and Compensation Plan**

A Surplus Coordinator position was included in the FY 2004 budget, however the position was never evaluated for proper grade placement. The position was sent to Springstead, Inc. for assessment and placed at a grade level 24. Accordingly, a request was made to add the position title to the Fauquier County Government Classification and Compensation Plan.

**Action:** The Personnel Committee endorsed the request to add the position title of Surplus Coordinator to the Fauquier County Government Classification and Compensation Plan. The item will proceed to the September 15, 2003 Board agenda.

### **Human Resources Policies**

Francine Bouldin shared the following proposed changes to Human Resources policies:

#### *Policy 17 – Employee Performance Evaluation*

The following three amendments were recommended to Policy 17:

- the stipulation that all evaluation forms are considered draft documents until such time that all required signatures are notated on the forms;
- clarification that while a separate write up in addition to the performance evaluation form was not required to document an “Outstanding” rating, it is acceptable; and
- elimination of the “Fair” rating category.

#### *Policy 18 – Fauquier County Hazard Communications Committee*

Policy 18 was recommended for abolishment.

#### *Policy 20 – Departmental Safety Committee*

Policy 20 was recommended for abolishment.

#### *Policy 25 – Resignations and Separations*

A section pertaining to retirement was added to Policy 25 and references to discipline were deleted. To the existing verbiage, “...non-probationary employees may be separated for unsatisfactory service or for any action or failure to act which seriously impairs the efficiency of County Government, tends to bring it into disrepute...” the following was added:

“or results in an over all loss in confidence in the employee by the appointing authority. Such loss in confidence shall be based upon identified deficiencies in performance.”

Adjournment